

Vacancy Notice



Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Clerk II* **(Anticipated Vacancy)**

Division: Administration – Business Office

Location: Main Campus, 110 Elwood Davis Road, Syracuse, NY

Duties: Check accuracy and completeness of documents; prepare and submit monthly Health Cooperative billings to school districts; provide back up for Main Campus front desk receptionist; respond to inquiries; provide assistance to managers in the Business Office with data input and clerical functions; other related duties as assigned.

Qualifications: *Promotional:* One (1) year of permanent competitive class status as a Clerk I, Typist I, Stenographer I, Account Clerk I, Library Clerk I, Ward Clerk, Data Entry Equipment Operator, Word Processing Machine Operator, Account Clerk-Typist I, Stock Clerk WIC Assistant, or Public Health Assistant.

Open-Competitive: Two (2) years of clerical experience.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the Clerk II list.

Salary: Grade 7; \$27,273 - \$28,580

Starting Date: On or about January 2, 2019

Closing Date: Two (2) weeks from date Notice posted

To apply send resume and cover letter to:
Personnel Department/Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754, Syracuse, NY 13221
Telephone: (315) 433-2638/Fax: (315) 433-2650
recruitment@ocmboces.org
www.ocmboces.org

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